

**EFFECTIVE**

August 1, 2016.

**Subject(s)**

Several Contract Policy Manual (CPM) sections have been revised. Revisions specific to each section are provided below. Throughout the sections, the following revisions are common:

- DHS was changed to MDHHS.
- The Office of Contracts and Purchasing was replaced by the Bureau of Purchasing in most cases.

**The following CPM sections have been revised:****CPM 100**

The introduction was revised to indicate the manual applies to procurement contracts, the MDHHS Bureau of Purchasing is the departmental liaison with DTMB, and to include a link to the Bureau of Purchasing web page.

The following sections were deleted:

- Exception Programs/Grants
- Unallowable Costs
- OCP Due Dates

**CPM 101**

The following responsibilities were deleted under the contract administrator role:

- Develop a Comprehensive Local Purchase Plan
- Identify client eligibility
- Complete CM-0023 Program Policy Exception request
- Identify contractor for bid awards with a total contract value over \$10,000 and for which no rating committee is convened
- Negotiate contract issues with the contractor
- Check Contract Tracking/Payments system (CTP) for status of contract throughout the process

The following responsibilities were added under the contract analyst role:

- Train the evaluators
- Distribute RFP's, Q&A's, and proposals to the evaluators

The Contract Payment Unit section was deleted.

### **CPM 102**

The acronym for the Michigan Civil Service Commission was changed from CS to MCSC.

A link to the CS 138 Requests website was added in the introduction.

Personal Service requests should be initiated at least sixty calendar days prior to execution for all contracts, regardless of value.

The CS-138 Crosswalk section was deleted.

In the Preauthorized Services section, a link was added to the MCSC website where a list of preauthorized services is maintained.

In the Services Outside Civil Service Jurisdiction section, a link was added to the MCSC website where a list of National Institute of Governmental Purchasing codes deemed to be outside MCSC jurisdiction is maintained.

### **CPM 107**

The public act that requires bidding of contracts was added to the introduction.

A statement about BOP complying with the Michigan Procurement Policy Manual was added.

Everything but the introduction was deleted.

### **CPM 109**

The following changes were made:

- Rating was changed to evaluation, raters was changed to evaluators, and rate was changed to evaluate.
- Fiscal reviewer was changed to financial analyst

- Bid was changed to proposal
- Invitation to Bid (ITB) was changed to Request for Proposal (RFP).
- Appeal was changed to protest.
- General provisions was changed to standard terms, and they are negotiable.

In the introduction, expected performance was added to the criteria used to determine best value.

"Evaluators may consider late proposals" and "Evaluators may consider an otherwise disqualified proposal" were added as options when no proposals score high enough for evaluators to recommend an award.

Abiding by the evaluator code of conduct and maintaining confidentiality were added as evaluator requirements.

The requirement that evaluators can't be individuals within the supervisory chain of another evaluator was deleted.

The Duties section was deleted.

The protest process was revised to indicate the bidder must submit a protest in writing as identified in the RFP or other bid documents.

The Debarment Check section was deleted.

"Criminal background checks may be required for service contracts. When required:" was added as the first paragraph in the Criminal Background Check section, and "If the selected contractor is an agency, the contractor must complete criminal background checks as identified in the contract." was added as the third paragraph.

### **CPM 201**

The introduction clarifies that contract numbers distinguish one contract from another only for direct human services contracts.

Child Abuse and Neglect (CAN) was changed to Family Preservation (FP).

The sentence about amendments was deleted.

### **CPM 202**

The following changes were made:

- Form numbers were deleted.
- Analyst was changed to Analyst/Buyer.
- CA was changed to CA/Program Office.
- Budget references were deleted.

The Contract Administrator (CA) heading at the beginning of the contract process and the two items below the heading were deleted.

"Ensures contractor is registered in state accounting system" was added as an analyst/buyer responsibility.

#### **CPM 204**

County DHS Boards was changed to County Human Services Boards.

Agreement was changed to contract.

The introduction clarifies that only direct human services contracts are reviewed by County Human Services Boards.

#### **CPM 207**

The Actual Cost Reimbursement Method was revised to indicate the contractor is reimbursed for actual expenses incurred instead of paid actual expenditures.

The Unit Rate Reimbursement Method was changed to the Unit Rate Payment Method

Budgets was changed to contracts in the heading for the section following the introduction, and program supplies/booklets was deleted from the list of actual cost components in that section.

All but the second paragraph was deleted from the budget guidelines section.

The OMB Circulars section was deleted.

#### **CPM 209**

The first sentence of the introduction clarifies that specific assistance funds are available for direct human services contracts.

The second sentence of the introduction was deleted.

Examples of personal needs items funds may be used for were moved from the second paragraph of the introduction to the fourth paragraph of the allowable uses section.

The condition that spending may not exceed an average of \$500/family was deleted.

The condition that specific assistance will not be provided for "drop-in" clients was deleted.

Under Administering Specific Assistance Funds, the first two sentences of the first paragraph were combined with the last sentence of the second paragraph. The rest of that section was deleted.

### **CPM 300**

The first sentence of the introduction was revised to indicate an amendment is required to revise the scope of work, amount, term, or language of a contract instead of any part of contract language.

In the second bullet, evaluation criteria was changed to performance outcomes or deliverables.

The Change of Standard Language Service Descriptions section was deleted.

The note was deleted from the Change in Dollar Amount section.

The Effective Dates section was deleted.

In the Amendment Process section, the following changes were made:

- Form numbers were deleted.
- CA was changed to CA/Program Office.
- Budget references were deleted.

In the note for step #1, must was changed to should and 90 was changed to 105.

The example for step #1 was deleted.

All of step #2 was deleted and replaced with the following:  
Complete State Administrative Board document as needed; see CPM 205.

### **CPM 301**

The introduction was revised to indicate line item transfers are used with direct human services contracts. The last sentence of the introduction was deleted.

In the Line Item Transfer Requests section, the sentence under step #5 about requests being judged on the basis of reasonableness, etc., was deleted.

The last paragraph in the Line Item Transfer Requests section was revised to remove line item transfers as a method to transfer funding to a line item with a \$0.00 amount.

### **CPM 302**

The section was revised to indicate adjustments to a unit rate in a direct human services contract must be approved.

The approval process was revised to include a deputy director, and to indicate the CA submits the approved rate adjustment request to the OCP mailbox.

### **CPM 305**

The introduction was revised to indicate the department director or designee, not the chief deputy director, is the only person authorized to terminate a contract.

The reasons for contract termination were deleted. Contracts are terminated in accordance with contract language.

### **CPM 400**

The introduction was revised to indicate Accounting processes all payments. The reader is referred to Accounting for detailed instruction or information.

The Initial Payments section was deleted.

### **CPM 500**

The following definitions were deleted:

- Contract
- Debarment
- Debarment Check
- Distributed Agreements
- Fair Market Rate

- Fee Schedule
- General Provisions
- Initial Payment
- In-Kind Donation
- Invitation to Bid
- Monitoring
- Program Offices

The following definitions were added:

- Buyer
- Direct Human Services Contracts
- Procurement Contract
- Request for Proposal
- Standard Terms

**The following CPM Sections have been deleted:**

CPM 103  
CPM 106  
CPM 304  
CPM 401

*Reason: Policy update.*

*Communication Plan:* Publication announcement on Inside MDHHS.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items ...**

[CPM 100](#)  
[CPM 101](#)  
[CPM 102](#)  
[CPM 107](#)  
[CPM 109](#)  
[CPM 201](#)  
[CPM 202](#)  
[CPM 204](#)  
[CPM 207](#)  
[CPM 209](#)  
[CPM 300](#)  
[CPM 301](#)  
[CPM 302](#)  
[CPM 305](#)  
[CPM 400](#)  
[CPM 500](#)

**Deleted Items ...**

CPM 103  
CPM 106  
CPM 304  
CPM 401